

Laramie County Events Department

REQUEST FOR PROPOSAL

2022

LARAMIE COUNTY FAIR RANCH RODEO ORGANIZER



SUBMITTALS DUE MARCH 28, 2022 AT 2:00PM

LARAMIE COUNTY EVENTS
3801 ARCHER PKWY | CHEYENNE, WY 82009



Objective

The purpose of this Request for Proposal (RFP) is to solicit competitive sealed proposals for the organization and execution of the Laramie County Fair Ranch Rodeo. This event is typically held during the afternoon on the fourth Saturday of July.

This RFP is aimed at providing interested vendors the necessary information for preparing quotes that will meet the Events Dept.'s specific needs.

Proposal Requirements

The response to this RFP should include the following information:

1. Submittal of an Event Description, which describes the planning and execution of the event.
2. Pricing Proposal for all costs necessary for the production of the event.

General Scope of Services

The respondent shall be responsible for the following:

1. Coordination and facilitation of all competition events
2. Execution of contracts and applicable liability waivers from all necessary parties
3. Provide any necessary livestock and/or personnel required to produce event
4. Obtain all appropriate permits and insurance for the event
5. Collaboration with Events Department to ensure successful event and guest experience

RFP - LCF Ranch Rodeo



Fee, Rates, & Estimated Costs

The services of the Firm will be completed under a contract with the County. Procurement of this service will be through review of the RFP, no interview is required. The County may seek to negotiate with the respondents prior to award of the contract. Fee proposals shall include:

1. Itemized list of services to be performed
2. Desired purse amount for winning participant(s)
3. Fixed Fee for any administrative services
4. Potential Fee savings ideas, if any

All fee proposals shall include all costs of insurance required by the County, all submittal and equipment information reviews to be performed, transportation to and from the jobsite, printing, mailing, documentation, reporting, office overhead, profit, lodging, per diem, etc.

Should contract negotiations with the selected firm be unsuccessful, the County reserves the right to begin negotiations with another firm.

Use of Spaces

Laramie County Events shall retain all revenues generated from the following, where applicable:

1. Performance Arena
2. Warmup Arena
3. Announcer's Booth in ABC Building
4. Gateway Building

Revenues

Laramie County Events shall retain all revenues generated from the following, where applicable:

1. Participant registration fees
2. Ticketing
3. Sponsorship
4. Parking

RFP - LCF Ranch Rodeo



Instructions to Respondents

In order to be considered, proposals must arrive via email at the address below by 2:00 P.M. Mountain Time, March 28, 2022. Submitters shall submit one PDF file copy of their completed statement of qualifications and fee schedules to the County at the following address:

dange@laramiecounty.com

Please include the following reference in the subject line of the email:

Laramie County Fair Ranch Rodeo Proposal

It is the responsibility of the Respondent to ensure that their responses are received on or before the submission date and time. Allow sufficient delivery time to ensure receipt by the date and time specified.

- Response to any Respondent's inquiries will be made by the County in a timely manner. Inquiries and questions shall only be received by Laramie County via email at the following address: dange@laramiecounty.com.

CLARIFICATIONS OR SUPPLEMENTS TO REQUEST FOR PROPOSAL: In the event that it becomes necessary to revise any part of this RFP, a notice of any clarifications will be posted on the County website and labeled as an addendum to the original RFP. Documents will be available through the same link as the original RFP. It is the responsibility of Respondents, prior to submission date, to ensure their response reflects any and all addenda and changes. The County will not maintain a list of firms downloading this RFP.

INCURRING COSTS: The County is not liable for any cost incurred by Respondents prior to issuance of a legally executed contract. No property interest, of any nature, shall accrue until a contract is awarded and signed by all concerned parties.

RFP CANCELLATION: The County reserves the right to cancel this Request for Proposal at any time, without penalty.

NON-DISCRIMINATION: The respondent shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, sex, or sexual orientation.

AVAILABILITY OF FUNDS: Financial obligations of the County payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the County.



Additional Conditions

- 1) The successful respondent will be expected to enter into a contract, including insurance requirements, with Laramie County upon terms acceptable to the County. The contents of this RFP, the respondent's responses to same and all provisions of the successful qualifier deemed pertinent by the County may be incorporated into a contract and become legally binding.
- 2) The County reserves the right to award the contract to the respondent(s) that the County deems to offer the best overall proposal(s). The County is therefore not bound to accept a proposal on the basis of lowest price. The County reserves the right to reject any or all proposals submitted and/or to waive or ignore any irregularities and/or omissions in any submission and to accept any proposal, portion of proposal, combination of proposal and or to reject or accept any proposal for any reason in its discretion
- 3) The County at its sole discretion, reserves the right to cancel this RFP, to modify the services sought, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the County to do so. The County also reserves the right to make multiple awards, based on experience and qualifications if it is deemed to be in the County's best interest.
- 4) Laramie County does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 et seq., by issuing this Request and/or entering into any agreement with any successful Respondent. Further, Laramie County fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this RFP and any subsequent agreement(s).
- 5) Any errors or omissions discovered in this request for proposal, or any additional information needed to clarify any issues in the request, will be communicated to all firms who have expressed an interest in the engagement. The communication will amend the requests accordingly
- 6) If a respondent discovers any ambiguity, conflict, discrepancy, exclusionary specifications, omission, or other error in this document, the respondent shall immediately notify the County's representative. If respondent fails to notify the County of any error, ambiguity, conflict, discrepancy, exclusionary specifications, or omission in this RFP, the respondent shall submit a response at its own risk and under such conditions. If the respondent is awarded a contract, then such respondent will not be entitled to additional compensation, relief, or time by reason of the error or its later correction
- 7) It is incumbent upon each respondent to carefully examine all specifications, terms, and conditions contained herein and in all referenced data and documents. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, through the County contact named above. The County will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.



Additional Conditions

8) Respondents are advised that Laramie County is a governmental entity in the State of Wyoming. Public works projects, such as that referenced herein, carried out by governmental entities are subject to certain legal and regulatory requirements which may or may not be applicable to private entities. Any contract with a successful respondent will contain a requirement to monitor and secure compliance on the project with all applicable laws and regulations including, but not limited to, those contained in Wyoming statute WS 16-6-101 et seq.

9) If it becomes necessary for the County to revise or amend any part of this RFP, notice may be obtained by accessing the County web site. Respondents in their proposal must acknowledge receipts of amendments. Each respondent should ensure that they have received all addenda and amendments to this RFP before submitting their proposal. Please check the Laramie County web site at <http://www.laramiecounty.com> for a copy of the RFP and addenda.

10) All proposals submitted in response to this request become property of the County and public records, so they may be subject to public review. The laws of Wyoming require that the contents of all proposals shall be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. The respondent must mark in bold red letters the term "CONFIDENTIAL" on that part of the response, which the respondent believes to be confidential. The respondent may be required to submit in writing specific detailed reasons, including any relevant legal authority, stating why the respondent believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. Laramie County will be the sole judge as to whether a claim is general and/or vague in nature. The entire proposal cannot be designated as proprietary or a trade secret. If a request is received to examine portions designated as proprietary or a trade secret, Laramie County will notify the respondent to permit the respondent to defend the proprietary nature of the information.

11) The County reserves the right to request additional information, or request clarification, or reject in its sole discretion any and all proposals. Firms may submit a joint proposal.

12) Invalidity: If any provision of this RFP is held invalid or unenforceable by any court of competent jurisdiction, or if the County is advised of any such actual or potential invalidity or inability to enforce, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of that the provisions of this RFP are fully severable.

13) By submitting in response to this RFP, respondent agree and understand that this RFP as well as any subsequent agreements shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any dispute arises between the parties from or concerning this RFP or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, First Judicial District, sitting at Cheyenne, Wyoming. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement to Responders and to County. This provision is not intended nor shall it be construed to waive County's governmental immunity as provided in this Agreement.

RFP - LCF Ranch Rodeo



Exhibit A

Aerial view of Rodeo Arenas at Archer

